

~~S-E-C-R-E-T~~

4 January 1963

OFFICE OF PERSONNEL MEMORANDUM NO. 20-29-1

SUBJECT : Staffing of OP during Weather Emergencies

25X1

REFERENCE: [redacted] dated 20 November 1962

1. Referenced Notice requires the identification of essential functions and services which cannot be interrupted when a general closing of Federal offices due to hazardous weather conditions has been declared. It also requires the identification of personnel who will be expected to remain at or report for duty under such circumstances in order to provide emergency staffing.

2. The Office of Personnel will be staffed to provide the following services under such conditions: (1) take necessary action in employee emergency cases; (2) respond to urgent questions about the status of employees; (3) process overseas travelers; (4) accommodate out-of-town applicants; and (5) respond to requirements of the Offices of the Deputy Director (Support) and to the Director of Central Intelligence.

3. A list of individuals who are expected to report for duty and their duty assignments is attached.



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Emmett D. Echols
Director of Personnel

Attachment: A/S

OPM 2-63

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GROUP I
Excluded from Automatic
Downgrading and
Declassification

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~~CONFIDENTIAL~~

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